

Intern Application



Congressman Max Burns

U.S. House Of Representatives

512 Canon House Office Building

Washington DC 20515

Phone : 202-225-2823 - Fax: 202-225-3377

12th District, Georgia

Intern Application

Congressman Max Burns · 512 Cannon HOB · Washington, DC 20515 · 202-225-2823 · burns.house.gov

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Personal Information:

Please complete the following and attach a resume and writing sample

First Name: _____

Last Name: _____

Permanent Address: _____

City, State and Zip: _____

Phone: _____

Email Address: _____

Birthdate: _____

Full name: _____

School Address: _____

(If different from above)

City, State and Zip: _____

Phone: _____

Current Until: _____

2

Education:

High School Name and Location: _____

Dates of Attendance: _____ to _____

Grade Point Average: _____

Offices Held/Honors/Awards: _____

Extracurricular Activities: _____

2

Education: (continued)

Extracurricular Activities: (continued) _____

College(s) Name and Location: _____

Dates of Attendance/Intended Month and Year of Graduation: _____

Major Studies: _____

Minor Studies: _____

Grade Point Average: _____

Campus Activities: _____

Outside Interests: _____

Membership/Awards: _____

3

Clerical Skills: Please select any that apply

- ☐ Microsoft Word
- ☐ Word Perfect
- ☐ Quorum
- ☐ Internet
- ☐ Answering phone/Taking messages

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Essays: Please write a short response (fewer than 500 words each) to these four items.

Please describe your political philosophy.

Essays: Please write a short response (fewer than 500 words each) to these four items.

Why are you interested in working for Congressman Burns?

Essays: Please write a short response (fewer than 500 words each) to these four items.

Do you have any governmental or political experience?

Essays: Please write a short response (fewer than 500 words each) to these four items.

What do you hope to gain by working for Congressman Max Burns?

Other:

Dates Available: _____ to _____

Times Available: _____ to _____

Days Available: _____

Will you receive academic credit?: _____

Will you be graded?: _____

General Information

My office is pleased to offer internships to students who wish to learn more about Congress and the legislative process. By allowing students a unique perspective on the inner workings of our country's democratic government, Congressional internships offer an exciting educational experience.

Internships are unpaid positions. During the summer months, internships generally last for a minimum of 5-6 weeks. During the academic year (September to May), internships generally cover the student's semester, from September to December in the Fall or January to May in the Spring. Both part-time and full-time internships are available.

Interns in our office must be highly motivated, have strong communication skills, both written and verbal, and a keen interest in the legislative process. Duties include attending legislative hearings and community meetings, participating in regular office meetings, conducting legislative research, giving tours of the Capitol Building to visiting Georgia 12th District residents, and responding to constituent inquiries and phone calls.

If you are interested in applying for an internship in either Rep. Burns' Washington DC or Georgia office, please complete the following application. After submitting your application and cover letter online, please mail a writing sample and letters of recommendation to the address at the end of this form. For more information, please call our Washington, DC Intern Coordinator, Jaillene Erickson at 202-225-2823.

NOTE: We are now accepting applications for Fall and Winter internships in both the Washington and Georgia offices. The deadline for Fall 2003 applicants is August 1, 2002; the deadline for Spring 2004 applicants is December 1, 2003.